



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF THE TREASURY  
Division of Unclaimed Property  
P O Box 2478**

**Richmond, VA 23218**

**(804) 225-2393 FAX (804) 786-4653 TOLL FREE 1-800-468-1088**

Attach Mailing Label Below

Holder Name	Holder Number
Address	
City, State Zip Code	

CHECK AMOUNT \_\_\_\_\_  
CHECK # \_\_\_\_\_  
DEPOSIT DATE \_\_\_\_\_  
INITIALS \_\_\_\_\_  
INTEREST PAYMENT AMOUNT  
\$ \_\_\_\_\_

**AP1 FORM FOR REPORT OF UNCLAIMED PROPERTY**

1. Contact person:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_
2. If the address above is incorrect, please correct here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Please provide  
e-mail address \_\_\_\_\_

**ABOUT THIS BUSINESS ENTITY:**

4. Federal Employer Identification Number \_\_\_\_\_ 5. Standard Industry Code \_\_\_\_\_
6. State of Incorporation (or locality where business license is filed if not incorporated) \_\_\_\_\_
7. Date of Incorporation \_\_\_\_\_ 8. Primary Business Activity \_\_\_\_\_
9. Annual Gross Sales \$ \_\_\_\_\_ Assets \$ \_\_\_\_\_ # of Employees \_\_\_\_\_

**ABOUT THIS REPORT:**

10. Date(s) Due Diligence was Performed \_\_\_\_\_
11. This report is for Report Year \_\_\_\_\_ and the type of report is **REGULAR** ☐ **AUDIT** ☐ **NEGATIVE** ☐ **OTHER** \_\_\_\_\_
12. This report has the following media attached to report the property details: ☐ **REPORT UPLOADED TO WEBSITE**  
☐ **DISKETTE/CD** ☐ **HARD COPY-PAPER, CONSISTING OF** \_\_\_\_\_ **PAGES**
13. This is the first time this business entity has filed an Unclaimed Property Report: **YES** ☐ **NO** ☐
14. Property types on this report include: **CASH** ☐ **SECURITIES** ☐ **MUTUAL FUNDS** ☐ **TANGIBLE PROPERTY** ☐

**IMPORTANT NOTICE:** *Your remittance must accompany this report and an authorized representative of your business must complete the certification that follows. Please complete the summary information on the reverse of this page, and mail your report and remittance to the address at the top of this form. Pursuant to §55-210.26:1 of the Code of Virginia, interest and penalties may be imposed for failure to report and remit as required.*

I, \_\_\_\_\_, CERTIFY THAT I HAVE CAUSED TO BE PREPARED AND HAVE EXAMINED THIS REPORT AS TO PROPERTY PRESUMED ABANDONED UNDER THE VIRGINIA UNCLAIMED PROPERTY LAW FOR THE YEAR ENDING AS STATED, THAT I AM DULY AUTHORIZED TO EXECUTE THIS VERIFICATION BY THE HOLDER AND BY LAW AND THAT I BELIEVE THAT SAID REPORT IS TRUE, CORRECT, AND COMPLETE AS OF SAID DATE, EXCEPTING FOR SUCH PROPERTY AS HAS SINCE CEASED TO BE ABANDONED. THIS REPORT TOTALS # \_\_\_\_\_ PROPERTIES FOR \$ \_\_\_\_\_ AND # \_\_\_\_\_ SHARES.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

POSTMARK DATE		BATCH #		HOLDER UPDATED	BALANCED BY	DATE COMPLETED	
# OF OWNERS	# SHARES REPORTED	ENTERED BY	DATE BEGAN	DATE COMPLETED	REPORT VERIFIED	DATE CLOSED	

## CASH PROPERTY

### ACCOUNT BALANCES DUE

AC01 CHECKING ACCOUNTS  
AC02 SAVINGS ACCOUNTS  
AC03 MATURED CD OR SAVINGS CERTIFICATE  
AC04 CHRISTMAS CLUB FUNDS  
AC05 MONEY ON DEPOSIT TO SECURE FUND  
AC06 SECURITY DEPOSIT  
AC07 UNIDENTIFIED DEPOSITS  
AC08 SUSPENSE ACCOUNTS  
AC09 SHARE ACCOUNTS  
AC21 MISCELLANEOUS DEPOSITS  
AC99 AGGREGATE ACCOUNT BALANCES <\$100

### UNCASHED CHECKS

CK01 CASHIER'S CHECKS  
CK02 CERTIFIED CHECKS  
CK03 REGISTERED CHECKS  
CK04 TREASURER'S CHECKS  
CK05 DRAFTS  
CK06 WARRANTS  
CK07 MONEY ORDERS  
CK08 TRAVELER'S CHECKS  
CK09 FOREIGN EXCHANGE CHECKS  
CK10 EXPENSE CHECKS  
CK11 PENSION CHECKS  
CK12 CREDIT CHECKS OR MEMOS  
CK13 VENDOR CHECKS  
CK14 CHECKS WRITTEN OFF TO INCOME  
CK15 OTHER OUTSTANDING OFFICIAL CHECKS  
CK16 CD INTEREST CHECKS  
CK99 AGGREGATE UNCASHED CHECKS <\$100

### MISCELLANEOUS CHECKS

MS01 WAGES, PAYROLL, SALARY  
MS02 COMMISSIONS  
MS03 WORKERS' COMPENSATION BENEFITS  
MS04 PAYMENT FOR GOODS & SERVICES  
MS05 CUSTOMER OVERPAYMENTS  
MS06 UNIDENTIFIED REMITTANCES  
MS07 UNREFUNDED OVERCHARGES  
MS08 ACCOUNTS PAYABLE  
MS09 CREDIT BALANCES – A/R  
MS10 DISCOUNTS DUE  
MS11 REFUNDS DUE  
MS12 UNREDEEMED GIFT CERTIFICATES  
MS13 UNCLAIMED LOAN COLLATERAL  
MS14 PENSION & PROFIT SHARING PLANS (IRA , KEOGH)  
MS15 DISSOLUTION OR LIQUIDATION  
MS16 MISC OUTSTANDING CHECKS  
MS17 MISC INTANGIBLE PROPERTY  
MS18 SUSPENSE LIABILITIES  
MS19 OTHER CASH  
MS20 Rental Property Income  
MS99 AGGREGATE MISC PROPERTY <\$100

### COURT & LOCALITY FUNDS

CT01 ESCROW FUNDS  
CT02 CONDEMNATION AWARDS  
CT03 MISSING HEIRS' FUNDS  
CT04 SUSPENSE ACCOUNTS  
CT05 OTHER COURT DEPOSITS  
CT07 EVIDENCE MONEY

CT08 GENERAL RECEIVER ACCOUNTS  
CT09 COURT ORDERED REFUNDS  
CT10 PERSONAL PROPERTY TAX OVERPAYMENT  
CT11 REAL ESTATE TAX OVERPAYMENT  
CT12 COURT HELD ACCOUNTS  
CT13 BONDS  
CT14 ESTATE ACCOUNTS  
CT15 LITIGATIONS  
CT16 RESTITUTIONS  
CT99 AGGREGATE COURT DEPOSITS <\$100

### INSURANCE

IN01 INDIVIDUAL POLICY BENEFITS OR CLAIMS PD  
IN02 GROUP POLICY BENEFITS OR CLAIMS PAID  
IN03 PROCEEDS DUE BENEFICIARIES  
IN04 PROCEEDS FROM MATURED POLICIES,  
ENDOWMENTS  
IN05 PREMIUM REFUNDS  
IN06 UNIDENTIFIED REMITTANCES  
IN07 OTHER AMOUNTS DUE UNDER POLICY TERMS  
IN08 AGENT CREDIT BALANCES  
IN09 ANNUITIES  
IN10 DEMUTUALIZATION CASH  
IN11 DEMUTUALIZATION SECURITIES  
IN99 AGGREGATE INSURANCE PROPERTY <\$100

### TRUST, INVESTMENT AND ESCROW ACCOUNTS

TR01 PAYING AGENT ACCOUNTS  
TR02 UNDELIVERED OR UNCASHED DIVIDENDS  
TR03 FUNDS HELD IN FIDUCIARY CAPACITY  
TR04 ESCROW ACCOUNTS  
TR05 TRUST VOUCHERS  
TR06 ENDOWMENT FUNDS  
TR99 AGGREGATE TRUST PROPERTY <\$100

### UTILITIES

UT01 UTILITY DEPOSITS  
UT02 MEMBERSHIP FEES  
UT03 REFUNDS OR REBATES  
UT04 CAPITAL CREDIT DISTRIBUTIONS  
UT99 AGGREGATE UTILITY PROPERTY <\$100

### MINERAL PROCEEDS & MINERAL INTERESTS

Mi01 NET REVENUE INTEREST  
Mi02 ROYALTIES  
Mi03 OVERRIDING ROYALTIES  
Mi04 PRODUCTION PAYMENTS  
Mi05 WORKING INTEREST  
Mi06 BONUSES  
Mi07 DELAY RENTALS  
Mi08 SHUT-IN ROYALTIES  
Mi09 MINIMUM ROYALTIES  
Mi99 AGGREGATE MINERAL INTERESTS <\$100

### CASH PROPERTY SUMMARY:

TOTAL CASH REMITTED: \_\_\_\_\_

TOTAL # OF ITEMS: \_\_\_\_\_

## TANGIBLE PROPERTY

### SAFE DEPOSIT BOXES & SAFEKEEPING

SD01 SAFE DEPOSIT BOX CONTENTS  
SD02 OTHER SAFEKEEPING  
SD03 OTHER TANGIBLE PROPERTY

### TANGIBLE PROPERTY SUMMARY:

TOTAL ITEM COUNT: \_\_\_\_\_

TOTAL # OF OWNERS: \_\_\_\_\_

## SECURITY PROPERTY

### SECURITIES

SC01 DIVIDENDS  
SC02 INTEREST (BOND COUPONS)  
SC03 PRINCIPAL PAYMENTS  
SC04 EQUITY PAYMENTS  
SC05 PROFITS  
SC06 FUNDS PAID TO PURCHASE SHARES  
SC07 FUNDS FOR STOCKS AND BONDS  
SC08 SHARES OF STOCK (RETURNED BY POST OFFICE)  
SC09 CASH FOR FRACTIONAL SHARES  
SC10 UNEXCHANGED STOCK OF SUCCESSOR CORP  
SC11 OTHER CERTIFICATES OF OWNERSHIP  
SC12 UNDERLYING SHARES OR OTHER STANDING CERTIFICATES  
SC13 FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS  
SC14 DEBENTURES  
SC15 US GOVT SECURITIES  
SC16 MUTUAL FUND SHARES  
SC17 WARRANTS (RIGHTS)  
SC18 MATURED BOND PRINCIPAL  
SC19 DIVIDEND REINVESTMENT PLANS  
SC20 CREDIT BALANCES  
SC21 LIQUIDATED MUTUAL FUND SHARES  
SC97 MUTUAL FUND IRA/RETIREMENT ACCTS  
SC99 AGGREGATE SECURITY RELATED CASH <\$100

### SECURITY PROPERTY SUMMARY:

TOTAL SHARES REMITTED: \_\_\_\_\_

TOTAL # OF ITEMS: \_\_\_\_\_

### MISCELLANEOUS

ZZZZ PROPERTIES NOT IDENTIFIED ABOVE